



Request For Proposal Commercial Sign Design, Fabrication & Installation



Community Development & General Services Department
971 Wilson Road
Riverdale, GA 30274
Tel. # (770) 996-3397
Fax # (770) 996-9913

■ **Introduction**

The City of Riverdale via the Community Development & General Services Department ("Department") is seeking the services of a commercial sign design contractor specializing in commercial sign design, fabrication and installation services to design, fabricate and install a new commercial monument sign.

Potential bidders are urged to carefully read and review the information contained within this document and respond respectfully.

■ **Submission Requirements**

The Bidder is to submit **Eight (8)** copies for review and inspection in the following manner:

- One (1) unbound copy is to be marked 'Original'
- Seven (7) bond copies
- The Submission Packets are to be submitted by **3:30pm on Friday, October 1, 2010** to the address listed below.
- Proposals submitted after this date and time **will not** be honored.

Submission Packet s should be addressed to:

**Douglas Manning – Director of Community Development &
General Services Department
BID PROPOSAL – COMMERCIAL SIGN DESIGN, FABRICATION &
INSTALLATION SERVICES
City of Riverdale
Community Development Department
971 Wilson Rd.
Riverdale, GA 30296**

Please Note: Any proposal received after *3:30 P.M* - Friday October 1, 2010 **will not** BE ACCEPTED.

1. Each Submission Packet is to be bound and shall not exceed 20 pages, on of 8 ½ -inch by 11-inch printed on both sides, no larger than a 12 pt. font. The 20-page requirement does not include the front cover, or back cover of the document.
2. Submission packets must be responsive to all aspects of this RFP. The delivery of the submission packets to the City by the time and date stated in the preceding paragraph is solely and strictly the responsibility of the Bidder. The City will in no way be responsible for delays caused by the United States postal service, federal express or other couriers or for delays caused by any other occurrence. Fax proposals are not acceptable.

■ **SUBMITTALS**

All Submission Packets must contain the following information, using the tab inserts, utilizing letters 'A-K'. The list of requested documents appears below:

- A. Prepare, complete the enclosed Bidder's Disclosure Form and Questionnaire marked (**Attachment A**)
- B. Business Identification Form marked (**Attachment B**)
- C. Provide a description of the Bidder's special capabilities, techniques or resources that can be contributed to this assignment. Of special interest is the City's desire to be informed regarding the Bidders experience in the area of professional road construction services.
- D. Prepare, complete and submit the enclosed schedule of 'Business References' marked (**Attachment C**). Emphasis should be placed on possessing previous experience and special knowledge of the requirements in the area of new connector road monument sign.
- E. Prepare, complete and submit 'Pricing Matrix' marked (**Attachment D**)
- F. The successful firm must provide proof of insurance as a requirement of this document (**Attachment E**). The requested requirements are listed and are enclosed as part of this packet.
- G. Information of prior liability, including but not limited to: (1) state whether the Bidder, or any prior parent company, subsidiary or owner of the Bidder, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization receivership, moratorium, or assignment for the benefit of

creditors, or otherwise sought relief from creditors and, if so, explain the circumstances; (2) state whether the Bidder has had a contract terminated due to the quality of its work and, if so, explain the circumstances; and (3) state whether the Bidder ever been cited by any governmental agency and, if so, state the date of citation, reason for citation and the amount of *any* fine paid.)

- H. Prepare, complete and submit a Table of Contents, with corresponding tab sheets, which correspond to items (A-G), must be included as well, to identify each section, in the same sequence requested in this document. Proposal submissions must meet the requirements of and conform to the submission format and requirements as stated in this RFP.

Please Note: The City of Riverdale reserves the right to reject any or all submission packages, to waive technicalities and to make an award as deemed in the City's best interest

■ **SCORING VALUES**

The decision for selecting a general contracting firm will be made by the 'Evaluation Committee', made up of Department personnel, consultants and tradespersons which will use the criteria listed below:

Schedule of Scoring Criteria

(Maximum 100 Points)

No	Description of Items	Points
A	Qualifications	20 Pts.
B	Completeness – Submission Package	20 Pts
C	The experience of the Bidder and key staff as it relates to projects of a similar nature and scope	20 Pts.
D	Quality Of Technical Approach	10 Pts.
E	Performance Capabilities	20 Pts.
F	Financial Condition	10 Pts.

■ **Description of Scoring Items**

A. Qualifications (20 Points)

This criterion measures the overall organization infrastructure of the Bidder's well thought-out approach in undertaking the required scope of work. Experience of the Bidder's ability to lead and manage this project as well as the experience and resources of the Bidder will be carefully considered. Key factors to be considered

are experience in providing these types of services for projects similar in scope and size, professional credentials and project leadership, reputation in the industry and the references provided or obtained.

- B. Completeness – Submission Package (20 Points)**
This criterion measures the Bidder's overall understanding towards completing the following instructions contained within this document. Bidders are seriously urged to complete their submittal package as requested.
- C. Experience (20 Points)**
Characterize the Bidder's understanding of the project's principle requirements and describe the Bidder's expertise and experience. Provide a detailed resume. Define the project and key project performance criteria to ensure a successful project and discuss your approach to managing and implementing these criteria. Special emphasis will be focused on the Bidder's experience and ability to initiate, manage and perform their contractual duties and responsibilities working with governmental municipalities.
- State all locations, and dates of operation; the types and size of events; if appropriate, the numbers and kinds of employees involved; and any other relevant details, which would indicate the Bidder's capability to perform such operations.
- Detail key risk areas that are to be mitigated to facilitate project success. Outline the Bidder's approach towards achieving successful mitigation.
- D. Quality Of Technical Approach (10 points)**
Submittal Packets will be judged on the completeness and overall quality of the technical approach for collection services, improvement of service and cost saving measures plan.
- E. Performance Capabilities (20 Points)**
Bidders will be evaluated on their competence to provide the services at the desired quality level in a timely fashion. The evaluation will include the quality and timeliness of the consultant's past performance of previous contracts and the Bidder's plan on how the future responsibilities will be handled.
- F. Financial Condition (10 Points)**
Bidders will be evaluated on the strength of the financial information submitted.

■ **SELECTION PROCESS**

- Each member of the Evaluation Committee will read, review, evaluate and the contents of each submitted packet and score each submitted RFP submission packet on the items contained in Items (A-I).
- The Evaluation Committee will be responsible for reviewing all RFP submission packets. The *three* (3) highest scoring firms [**MAXIMUM 100 pts**] will be requested to come in for an on-site interview in order to select one firm for recommendation to the Mayor and Riverdale City Council for approval. The Mayor and City Council possess final approval authority.
- The City of Riverdale reserves the right to negotiate adjustments in any and all elements of what the Bidders submit in their RFP submission packets.
- It is the responsibility of the Bidders to examine the entire RFP package, seek clarification in writing, and review its RFP submission packet for accuracy before submitting their RFP submission packets.
- Once the submission deadline has passed, all submitted RFP submission packets will be considered final.
- Any submitted RFP submission packet shall remain a valid submission for three months after the submission due date, or until the City executes a contract, whichever is first.

■ **Contact Persons**

Any questions or suggestions regarding this RFP should be submitted in writing to the named individuals listed below on or before **09-24-10**. Questions and / or inquiries submitted after this date will not be answered.

- a. Douglas Manning - [dmanning@riverdalega.gov]

■ **Rules Governing Bidding Process.**

1. All Submittal Packets and supporting documentation received by the City shall become the property of the City and will not be returned.
2. The City reserves the right to reject any and all submittals received. The City is under no obligation to award and/or enter into a Contract for these services and the selection schedule may be revised at the City's discretion.

3. All costs associated with the preparation and submission of the Submission Packet shall be borne solely at the expense of the Bidder. The City shall not, under any circumstances, be responsible for any costs or expense incurred by the Bidder.
4. The interview selection processes shall in no way be deemed to create a binding contract of any kind between the City and the Bidder.
5. The City reserves the right in its sole discretion to waive informalities in the Bid process.
6. To be considered, a Bidder must submit a complete response to this Bid package request as indicated. The format that is provided in this document is not negotiable. Failure to adhere to the instructions contained within this document will void the submission of any bids.
7. Each Bidder must comply with the applicable laws, ordinances and resolutions of the City, Clayton County, the State of Georgia and the federal government, including but not limited to all environmental laws regulating the disposal of municipal solid waste. Bidders must also exhibit the financial ability to furnish the necessary insurance coverage, as will be specified in this document.
8. The price or prices for the services requested in this Bid proposal include all taxes, licenses and permits that the Bidder is or may be required to complete this work.
9. The City reserves the right to award a Contract to other than the lowest cost Bidder if the interests of the City are best served.

■ **BIDDER QUALIFICATIONS**

- a. A Bidder shall ensure that sufficient personnel are qualified, trained and/or to perform all items contained within the "Scope of Work" which is enclosed within this document.

■ **Insurance**

Bidder shall at all times during the Contract maintain in full force and effect Employer's Liability, Workmen's Compensation, Public Liability, Automobile and Property Damage Insurance. All insurance shall be by insurers, or a self-insurance plan, acceptable to the City and before commencement of work hereunder. Bidder agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been

procured and is in force. The certificates shall contain the following express obligations:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days prior written notice will be given to the certificate holder."

The certificates shall also name the City as an additional insured.

For the purpose of the Contract, the Bidder shall carry the following types of insurance in at least the limits specified below:

Coverages	Limits of Liability
Workmen's Compensation	Statutory
Employer's Liability	\$1,000,000 each occurrence
Commercial General Liability	\$1,000,000 each occurrence
Automobile Bodily Injury Liability	\$500,000 per person \$1,000,000 each occurrence
Automobile Property Damage Liability	\$1,000,000 each occurrence
Excess Umbrella Liability	\$3,000,000 each occurrence

The Bidder shall procure and keep in full force and effect throughout the term of this Agreement all of the insurance policies specified in, and required by, the Contract Documents. Failure to keep in full force and effect the insurance policies set forth above constitutes a material breach of the Contract by the Bidder. If any of the above coverages expire during the term of this contract, the Bidder shall deliver renewal certificates and/or policies to the City at least 10 days prior to the expiration date.

The Bidder shall require *Certificates Of Insurance* from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the Bidder. These certificates shall evidence waivers of subrogation in favor of the Bidder and the City, and shall be made available to the City upon request.

The Bidder's selected insurers must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia, furthermore; all bid, performance aid payment bonds must be a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason shall be or become unsatisfactory to the City, written notification shall be mailed by the City to the Bidder who shall promptly obtain a new policy or bond issued by an insurer acceptable to the city, and shall submit evidence of the same to the City as required herein.

■ **Indemnification Obligation.**

Bidder shall indemnify and save harmless the City, its officers, agents, servants and employees, from and against any and all claims, demands, actions, suits and any type of proceeding by others, and against all liability to others, arising from any and all allegations of negligence or willful misconduct of Bidder, its officers, agents, servants and employees, related in any way to the performance of the Contract, including, but not limited to, any liability for damages by reason of or arising out of any failure of Bidder to secure proper licenses, bonds, insurance coverage for Bidder and the City or the like, and against any loss, cost, expense, and damages resulting therefrom.

Bidder expressly agrees that this duty of indemnification includes providing a complete defense to the City and paying the City's reasonable attorney's fees and expenses. Nothing contained herein shall be deemed to constitute a waiver by the City of its governmental immunity.

■ **Location**

The prescribed 'Scope of Work' items are to be performed at the location of 'SR/85' (Southern Side) between two established businesses, which are highlighted below:

- a. Beauty & Beyond
- b. Blockbuster Video

■ **Scope of Work**

The work covered under this section of this document consists of performing all activities required and necessary to design, fabricate and install a new commercial monument sign at an identified location along "SR/85" in the City of Riverdale, Riverdale Georgia. The information describing the actual location of the sign erection is enclosed as part of this section.

- The successful Bidder will enter into a contractual arrangement with the City of Riverdale and will be required to secure the appropriate construction permits.

- Prior to any permits being issued, the Bidder must secure permission from the “Georgia Department of Transportation – District Seven” to erect the sign.
- The Bidder shall furnish all labor, supplies, materials, equipment and supervision to perform satisfactorily the services specified herein.
- The Bidder will ensure that the sign design complies with all local municipal, State and federal standards, laws and regulations.
- Based on the definition of Riverdale Code, Chapter 58, Section 58-3, a monument sign means a freestanding sign with a solid decorative base and/or frame.
- The base shall be at least as wide as the sign and/or the frame upon it and a minimum of 2-feet in height.
- Decorative frame materials include stone, brick or stucco (traditional definition only). No support posts shall be exposed.
- Under the signs permitted requirements of Section 58-13, a non-residential monument sign size is based on road frontage (0.45 square feet per one foot of road frontage, or 64 square feet, whichever is larger up to 200 square feet). Per Section 58-13(b)(6) signs greater than five feet tall must be setback at least 10-feet from the right-of way.
- Signs over 10-feet tall must be setback at least 15 feet from the right-of way. Section 58-5 (19) of the ordinance lists the maximum sign height as 15 feet. Signs located on a corner lot within 50-feet of the intersection of right-of ways must be out of the right-of-way or at least 15 feet from the back of curb or edge of pavement of the adjacent streets, whichever is greater.
- Sign height from the definition in Section 58-3 is measured from the adjacent street level to the highest point on the sign. Signs that exceed 12-feet in height or signs over 50 square feet with a supporting structure must be designed by a Georgia licensed engineer per Section 58-6 (b) (2). Specifics for structural foundation systems are in Section 58-6 (e) of the Sign Ordinance.
- Monument Signs are not required to be illuminated, but when lighted are subject to the illumination requirements of Section 58-15 (4) (20 foot candle maximum) of the ordinance. If signs are to be externally lit, the paragraph mentions specific criteria for the illumination systems to be employed. For any sign, which involves electrical wiring, electrical drawings should be provided which give information listed in Section 58-6(d). That information must include size and location of a disconnect, type and size of wiring, conduit

size, type and location and estimated electrical load for the sign circuit. All sign electrical work must be in conformance with the National Electrical Code.

- If the sign is to be illuminated, the Bidder will consider the design to encompass environmentally sustainable elements such as renewable energy sources for illumination
- The Bidder is requested to provide at least three concept designs with their proposals (this could include up to 3 options with each concept, maximum).
- The Bidder shall include in their proposal an estimate of the durability of the materials recommended in fabrication (in years).
- The Bidder will include in their proposal the maintenance requirements for the sign/materials.
- The Bidder will include in their proposal a full description of their policies with respect to the provision of warranty on the project.
- The Bidder shall assume full responsibility for the protection of all structures, public and private, including pavement, curbs, poles, signs, hydrants, underground pipes and conduits and other structures of every sort that may be encountered in or adjacent to the work.
- The Bidder shall restore, at his own expense, any and all public or private property damaged or injured in consequences of any act or omission on his part, or on the part of his employees or agents, to a condition similar or equal to that existing before such damage or injury was done.

■ **TERMS AND CONDITIONS - BIDDER RESPONSIBILITY**

a. **Supervision**

Bidder agrees to furnish the necessary qualified supervision to oversee all operations.

b. **Work Force:**

In the performance of the work listed above, the workforce shall be presentable at all times. All employees shall be competent and qualified, and shall be legally authorized to work in the U.S.

c. **License and Permits:**

The Bidder shall acquire and maintain all required license(s) and permit(s) required by State or local law, and will comply with all other license and permit

requirements of the City, State and Federal Governments, as well as all other requirements of law.

d. **Subcontractors:**

The Bidder reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

■ **PERIOD OF THE CONTRACT**

This contract shall be in effect for a period not to exceed seven (7) months.

■ **CHARGES AND PAYMENT TERMS**

The total charge for the contract will be payable in seven (7) equal monthly installments

■ **WARRANTY**

Once completed the Bidder will warranty the completed work as per typical industry standards. Owner/Client shall give Bidder forty-eight (48) hours written notice to correct any problems or defect discovered in the performance of work required under this Work Order. The Bidder will not accept any deduction or offset.

Attachment A

Proponent's Disclosure Form And Questionnaire (Your Letterhead)

1.
 - a. Please provide the names and business addresses of each of the Bidder's officers directors, affiliates and other employees, agents or representative, the "Subject Project" means the RFP for the City of Riverdale's - Commercial Sign Design, Fabrication & Installation services. For the purposes of this form, the term "affiliate" of any Bidder shall mean any person or entity which directly or indirectly controls or is controlled by, or is under common control with such Bidder. "Control" means the possession, directly/ indirectly, of the power to director cause the direction of the management and policies of a person or entity, whether through ownership of voting securities, by entreat, or otherwise.
 - b. Describe accurately, fully and completely, all affiliates respective relationships with said Bidder, including their ownership interests and their anticipated role in the management and operations of said Bidder.
 - c. Please describe the general development of the Bidder's business during the past five (5) years.
 - d. Please state whether any of the following events have occurred in the last five (5) years with respect to said Bidder. If any answer is yes, explain fully the following.
- Whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Bidder, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Bidder.

- Whether the Bidder was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Bidder from engaging in any type of business practice or otherwise eliminating any type of business practice.
 - Whether said Bidder's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Bidder. If so, please explain fully.
- e. Please state whether any employee, agent or representative of said Bidder who is or will be directly involved in the Subject Project has or had within the last five (5) years; (i) directly or indirectly had a business relationship with the City of Riverdale, (ii) directly or indirectly received revenues from the City of Riverdale or (ii) directly or indirectly receives revenues from the result of conducting business on City of Riverdale property or pursuant to any contract with the City of Riverdale. Please describe any such relationship.
- f. Please state whether any employee, agent or representative of said Bidder, who is or will be directly involved in the Subject Project, has or had within the last five (5) years a direct or indirect business relationship (to the best of your knowledge and belief) with any elected or appointed City official or with any City employee, and fully describe such business relationship.

NOTE: Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information required by the City of Riverdale can result in the Submittal Packet declared as non-responsive. This document must be completed and included as a part of the proposal package along with other required documents.

Under penalty or perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2010

(Legal Name of Bidder) (Title) (Date)

(Signature of Authorized Representative) (Date)

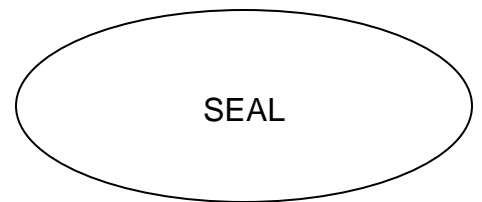
Title

Sworn to and subscribed before me,

This _____ day of _____ 2010

(Notary Public)

Commission Expires _____ (Date)



BUSINESS IDENTIFICATION FORM
(Your Letterhead)

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the Bidder under which you do business:
2. _____
Permanent main office address:

City State Zip Code
3. _____
Phone No.: - Fax No.
4. _____
E-Mail Address
5. Type of organization: (Check all applicable)
____ Individually-Owned ____ Partnership ____ Corporation ____ Joint Venture
Non-profit ____ Private ____ Public ____ Minority Owned ____ Female-Owned
6. If a corporation, enter the date of incorporation and the state in which incorporated:
____ Date: State: _____
7. Identify number of employees: _____
8. Enter the number of years you have been in business under the present Bidder name: _____
9. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the "RFP Bidder" to a contract.

Name Title Tel #

Schedule of References

(Your Letterhead)

Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	
Requested Item	Comments
Name of Company	
Name of Contact Person	
Address	
# Yrs Contracted	
Tel. #	

YOUR LETTERHEAD

Price Matrix

Item	\$ Amount
Labor	
Materials	
Bid Total	

NAME OF PROPOSING FIRM: _____

MAILING ADDRESS OF PROPOSING FIRM: _____

CITY _____

STATE _____

ZIP CODE _____

TELEPHONE: _____

EMAIL: _____

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM _____

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

DATE _____